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6 April 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the
Week of 27-31 March

1. Courses

a. Latin American Area Seminar: This revised continuing Seminar, previously conducted for WH and now open to all Directorates, completed its first running with a two-day final session [REDACTED] on 27-28 March. 25X1A
The students stressed the importance of the final sessions where student papers are presented and discussed. On 28 March, [REDACTED] 25X1A
DD/ONE, and [REDACTED] Chief/LA Staff/ONE, joined the group and 25X1A
provided analytical and helpful hints on the papers submitted by the students.

b. Intelligence Writing Workshop: Beginning on 4 April, we will conduct the Workshop for selected senior personnel [REDACTED] 25X1A

25X1A

[REDACTED] The course will concentrate on problems in organizing and writing staff studies and on improving the quality and clarity of written communications on [REDACTED] management level. 25X1A

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25X1A

c. Proposed Budget Courses:

25X1A and [REDACTED] (SUS) met with Mr. Thomas Yale, D/Fin, [REDACTED]

25X1A

25X1A

[REDACTED] C/S/OF, to discuss training courses for finance careerists.

Mr. Yale suggested the possibility of three separate courses: (1) fundamentals of budget processes, (2) intermediate levels of the subject, and (3) the more complicated processes and procedures concerned with the various aspects of budgeting. We hope to have the courses begin in the fall.

d. Language: On Monday, 27 March, the Chief of the Language School met with representatives of WH, EUR, and AF Division to discuss the feasibility of setting up part-time French and Spanish instruction at Headquarters. All were enthusiastic about the idea since they claim they have been unable to send a number of their people to part-time language training because of the time lost in travel. We will continue these discussions and, if we can obtain the required space and authorization, we hope to begin the classes sometime in September. We intend to offer the courses one hour a day, five days a week for secretaries, for people who need to develop reading skills, and those who need to refresh or maintain speaking skills.

2. Training Notes

25X1A

[REDACTED] Operations School, are preparing for a TDY to Saigon on behalf [REDACTED] of FE

25X1A

Division. The program will take much of the month of May and will consist of training in Communist party activities, counterintelligence, and internal security. . . . As part of Mr. Colby's on-going program of having weekly luncheons with personnel from all components, four instructors from OTR [REDACTED]

25X1A

25X1A [REDACTED] met with him on

27 March for an interesting and informal session. . . . [REDACTED]

5X1A

25X1A [REDACTED] OMS/PSS, on 29 and 30 March conducted a tutorial [REDACTED]

K1A

25X1A for Messrs. [REDACTED] Office of Security, in

25X1A [REDACTED] . . . Two Secret Service officers attended the defensive driving portion of the WDDC on 30 March at [REDACTED].

25X1A

25X1A [REDACTED] was presented \$300 as a suggestion award from the Chief of Station for two films on indigenous team activities and the experiences of an operations officer overseas. . . .

Since two of the clerical training classrooms at the Ames Building now have curtains and are equipped for the showing of slides and films, there has been an increase in the number of requests to use Room 416 (in the cleared area) and Room 436 (in the uncleared area) from personnel in offices in the Rosslyn area and OTR. . . . [REDACTED]

25X1A

Chief of the NSA Language School, and his deputy visited our Language School on 29 March. They were much impressed by our physical plant, the cassette program, and our operation in general. We will take them up

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on their invitation to monitor their training programs by having [REDACTED] 25X1A

25X1A [REDACTED] visit some sessions at NSA. . . . We have scheduled the showing of three Equal Employment films for School chiefs on 14 April so that they may determine which films should be shown in OTR courses. . . . Mr. Colby has accepted an invitation from the Director of FEI to attend the Executive Officer Group Conference to be held at the Federal Executive Institute, Charlottesville, Virginia, 13-15 April.

25X1A Mr. Colby has asked that [REDACTED] Intelligence Community Staff, attend FEI's Seminar for Top Managers, 30 April-4 May 1972. . . .

25X1A [REDACTED] Chief, Printing Services Division, OL, has been enrolled in the CSC's Basic Labor Management Relations Course. . . . OSR is sending eight employees to the Armor Research Orientation, Fort Knox, Kentucky, 10-14 April. This program was designed specifically in response to a request from [REDACTED] D/OSR. The 25X1A Army will schedule two or three programs this year.

3. Briefings

Mr. Neil Stein, Deputy Director of the President's Commission on Personnel Interchange, headed a group of 24 members of the Executive Interchange Program who were briefed on the Agency in the USIB conference room on 28 March 1972. Mr. Helms welcomed the group and in a very cordial 15-minute talk expressed the hope that they would benefit from

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the afternoon's program as well as from their year's experience in government. Mr. Colby followed with a half-hour briefing on the Agency and the Intelligence Community, after which the session was opened up to questions from the guests. Participating with Mr. Colby in the panel were [REDACTED] 25X1A
Harry Fisher, D/Pers; David Brandwein, D/FMSAC; and Charles Briggs, D/PPB. The ensuing question period was unusually spirited and stimulating and went one-half hour beyond the scheduled time.

4. Guest Speakers

Attached is a list of high-level guests who will participate in OTR's programs to be conducted during the week beginning 9 April.

[REDACTED] 25X1A
Hugh T. Cunningham
HUGH T. CUNNINGHAM
Director of Training

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